

STATIONERY / BUSINESS CARD ORDER FORM

Phone # _____
Dealer Account # _____ Fax # _____
Dealer Name _____
Address _____
City / State / Zip _____

- ☐ Ship to Above Address Drop Ship ☐ Yes ☐ No
Samples ☐ Yes ☐ No



**NOTE: SELF STAMPED & ADDRESSED LABELS AND/OR ENVELOPES
MUST BE PROVIDED FOR DROP-SHIPMENTS OR SAMPLES**

- ☐ OPTIONAL PROOFS REQUESTED
☐ ADDITIONAL OPTIONS REQUESTED (see optional services below)

☐ **CHECK ENCLOSED**

Check # _____ Check Amount \$ _____
Total of items plus any services (refer to optional services on price list)

☐ **CHARGE TO CREDIT CARD**

☐  ☐  EXPIRATION DATE:

Name on
Credit Card

~~BUSINESS CARD ORDER~~ ☐ **~~EXPRESS CARD ORDER~~**

Qty: _____ Ink(s): _____

Stock: _____

Optional Services: _____
\$ _____

STATIONERY ORDER

- | | | |
|--|--|--|
| <input type="checkbox"/> LETTERHEADS | <input type="checkbox"/> ENVELOPES | <input type="checkbox"/> OTHER ITEMS: _____ |
| <input type="checkbox"/> FLAT PRINTED | <input type="checkbox"/> FLAT PRINTED | <input type="checkbox"/> FLAT PRINTED |
| <input type="checkbox"/> CONVENTIONAL THERMOGRAPHY | <input type="checkbox"/> CONVENTIONAL THERMOGRAPHY | <input type="checkbox"/> CONVENTIONAL THERMOGRAPHY |
| <input type="checkbox"/> LASER COMPATIBLE THERMOGRAPHY | <input type="checkbox"/> LASER COMPATIBLE THERMOGRAPHY | <input type="checkbox"/> LASER COMPATIBLE THERMOGRAPHY |

QTY: _____ QTY: _____ QTY: _____

INK COLOR(S): _____ INK COLOR(S): _____ INK COLOR(S): _____

STOCK WGT: _____ SIZE: _____ STOCK WGT: _____ SIZE: _____ STOCK WGT: _____ SIZE: _____

STOCK NAME: _____ STOCK NAME: _____ STOCK NAME: _____

PRINT COST THIS ITEM: \$ _____ PRINT COST THIS ITEM: \$ _____ PRINT COST THIS ITEM: \$ _____

OPTIONAL SERVICES THIS ITEM: \$ _____ OPTIONAL SERVICES THIS ITEM: \$ _____ OPTIONAL SERVICES THIS ITEM: \$ _____

TOTAL THIS ITEM: \$ _____ TOTAL THIS ITEM: \$ _____ TOTAL THIS ITEM: \$ _____

OPTIONAL SERVICES

**REFER TO CURRENT PRICE SHEET FOR
PRICING ON OPTIONAL SERVICES**

Optional services include the following:

- Disk Submissions
- Close Register with color traps
- Screen copy/art for phantoms
- Curve mainline type
- Pantone Ink Match (1st item)
- Additional PMS washup charge
- Proof, laser print
- Halftone from glossy black & white
- 48 HOUR Rush Service
- C.O.D. Service Charges
- Foil Stamping on Business Cards

**REFER TO CURRENT PRICE SHEET FOR
PRICING ON OPTIONAL SERVICES**

IF COPY DOES NOT FIT OR WE CANNOT CLOSE MATCH TYPE STYLE MAY WE ALTER? ☐ YES ☐ NO***

***IF YOU HAVE CHECKED NO, PROVIDE FONT NAME _____

USE ABOVE AREA FOR CARD LAYOUT OR ATTACH PREVIOUS PRINTED SAMPLE.